

**To: All Laboratories Pending NELAP On-Site Assessments (OSAs):**

As you probably know, the new NELAC Standards (2001) became effective on July 1, 2003. This will require several changes in procedures for the upcoming OSA of your laboratory. We will attempt to make this transition as smoothly as possible. The following changes in procedures will be made to facilitate the implementation of the new Standards:

1. **ELAP Assessors will be using the new 2001 Checklist.** Please go to the NELAC website to get the current checklist.  
<http://www.epa.gov/ttn/nelac/>, Recent Additions, 05/01/03
2. You do not need to return the checklist but use it to evaluate your laboratory prior to the OSA and make corrective actions where necessary.
3. Effective July 1, 2003 the NELAP Fields of Testing have been changed to Fields of Accreditation (FOAs). FOAs are based on **Matrix, Technology/Method, Analyte/Analyte Group**. If you have already submitted your NELAP FOTs, ELAP will use those for the OSA of your laboratory.
4. ELAP is in the process of developing the FOA forms. They will correspond to the FOTs. There will be no change in the number of fields or fees. Once the FOA forms have been completed, your laboratory will be asked to download these forms and submit them to ELAP for the issuance of your NELAP FOA Certificate. Please do not make any changes from the FOT forms (addition of new methods or analytes).

Should you have any questions or need further assistance, please contact your ELAP Lead Assessor.

Thank you for your cooperation in this matter.

Sincerely,

George C. Kulasingam, Ph. D.  
Program Chief  
Environmental Laboratory Accreditation Program